

DOD POSTAL MANUAL

**MAIL HANDLING AND DELIVERY PROCEDURES FOR MILITARY POST OFFICES MAILROOMS
AND POSTAL SERVICE CENTERS**

DOD Manual 4525.6-M, Volume II, February 1987, is supplemented as follows:

309.7b. Basic Military Training Instructors (MTI) will be designated as mail orderlies on DD Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly. MTIs are authorized to use their privately owned vehicle to transport personal mail from the servicing postal service center to their duty location. Intermittent stops are not authorized while in possession of personal mail.

309.7c(Added). Postal service center contractors are not authorized to use privately owned vehicles to transport personal mail.

406.1. Lackland AFB postal service centers are authorized to accept personal accountable mail, except registered, from the servicing USPS post office. Accountable mail shall be processed according to the USPS Domestic Mail Manual.

406.1a. Use PS Form 3849, Delivery Notice/Reminder/Receipt, for initial notification of express mail. Mark the "Restricted Delivery" block and insert "EM."

406.1a(1). USPS express mail received with the "Waiver of Signature and Indemnity" clause completed may be delivered as nonaccountable mail.



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